



HR Specialist, Senior

General Information

Classification Code:	ADMSPC
Effective Date:	12/17/2021
Pay Grade:	B23
FLSA Status:	Non-exempt

Position Summary

The Senior HR Specialist serves as primary support for recruitment and retention. Performs administrative support services for the department which includes recordkeeping, research and compilation of data, processing of personnel actions, administrative and technical support for labor relations, budget and expenditures, office management, recruitment and selection, and benefit administration.

Classification Characteristics

The Administrative Specialist is the second level in the Administrative Support series and is responsible for performing advanced administrative duties in support of a department, division, executive, or specialized program. Administrative Specialists focus on how to carry out the operations of the process specified by higher level positions. This position has a choice as to how and when the operations are carried out, but not as to what operations constitute the process and may include lead responsibilities for lower-level support staff.

This is the advanced level within in the Administrative Specialist classification. This class is distinguished from the HR Specialist II by the additional duties associated with supporting recruitment and retention. This position requires an advanced understanding of rules, regulations and laws governing public recruitment processes. Duties are performed independently under general guidance from a supervisor.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

- 1 Performs all duties of lower-level HR Specialist position.
- 2 Acts as system administrator for electronic applications system. Trains users; maintains and updates system access. Maintains effective application workflow, posting set-ups, and screening documents. Produces various metrics and reports from system.
- 3 Serves as primary contact for applicant inquiries. Troubleshoots application submission issues. Responds to applicant inquiries regarding timing, testing, interviewing, and applicant status. Prepares and distributes post-screening and post-interview communications to applicants.
- 4 Researches and prepares advertisements for various outlets. Distributes and monitors job posting announcements.
- 5 Provide support and training to hiring manager and interview committees. Assist with scheduling applicants for interviews. Prepares materials for interview panelists including candidate information packets, final question preparation, and post-interview archival of vacancy documentation. Initiate reference and background checks with applicants, candidates, and vendors. Prepares new hire offer letters.
- 6 Acts as point person for newly hired employees. Introduces new hire to City with onboarding and orientation activities. Collects and processes new hire paperwork in HRIS.
- 7 Assist in processing and maintaining accurate records of assigned HR paperwork/processes.

Essential Duties	
8	Process invoices. Monitors and tracks assigned HR budget accounts.
9	Performs other duties of a similar nature or level.

Functional Specific Responsibilities
N/A

Qualifications
Minimum Qualifications: <ul style="list-style-type: none"> Associate degree, or two-year technical certificate and 5 or more years of related experience or an equivalent combination of education and experience.
Licensing/Certifications: <ul style="list-style-type: none"> Pass Criminal Justice Information Services (CJIS) background requirements (including fingerprints).
Technology Skills: <ul style="list-style-type: none"> Document management software - LaserFiche Electronic mail software - Microsoft Outlook Human resources software – PeopleSoft Risk management information system (RMIS) – Origami Risk Internet browser software - Microsoft Internet Explorer Office suite software - Microsoft Office Presentation software - Microsoft PowerPoint Spreadsheet software - Microsoft Excel Word processing software -Microsoft Word
Knowledge Required: <ul style="list-style-type: none"> Personnel and Human Resources - Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems. Clerical - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, transcription, designing forms, and other office procedures and terminology. Customer and Personal Service -Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Administration and Management - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources. English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
Skills: <ul style="list-style-type: none"> Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. Reading Comprehension - Understanding written sentences and paragraphs in work related documents. Speaking - Talking to others to convey information effectively. Writing - Communicating effectively in writing as appropriate for the needs of the audience. Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Monitoring - Monitoring/Assessing performance of self, other individuals, or organizations to make

Qualifications	
<p>improvements or take corrective action.</p> <ul style="list-style-type: none"> • Social Perceptiveness - Being aware of others' reactions and understanding why they react as they do. • Time Management - Managing one's own time and the time of others. • Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making. • Complex Problem Solving - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions. • Coordination - Adjusting actions in relation to others' actions. • Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one. • Service Orientation - Actively looking for ways to help people. 	
<p>Abilities:</p> <ul style="list-style-type: none"> • Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences. • Oral Expression - The ability to communicate information and ideas in speaking so others will understand. • Written Comprehension - The ability to read and understand information and ideas presented in writing. • Speech Clarity - The ability to speak clearly so others can understand you. • Written Expression - The ability to communicate information and ideas in writing so others will understand. • Problem Sensitivity - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem. • Deductive Reasoning - The ability to apply general rules to specific problems to produce answers that make sense. • Information Ordering - The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations). • Inductive Reasoning - The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events). 	

Physical Requirements											
Key	None 0% (0 hrs.)	Seldom 1-10% (Up to 1 hrs.)	Occasionally 11-35% (Up to 3 hrs.)	Frequently 36-75% (3-6 hrs.)	Continuous 76-100% (6+ hrs./day)						
	0%	1-10%	11-35%	36-75%	76-100%		0%	1-10%	11-35%	36-75%	76-100%
BODY POSITIONS						PUSH/PULL					
Standing		X				0-10 lbs.			X		
Sitting					X	11-20 lbs.		X			
Walking – Even Surface		X				21-50 lbs.	X				
Walking – Uneven Surface	X					51-75 lbs.	X				
Kneeling	X					76-100 lbs.	X				
MOVEMENTS						ENVIRONMENTAL HAZARDS					
Bending/Stooping		X				Indoors					X
Twisting		X				Outdoors	X				
Crawling	X					Dust	X				
Squatting/Crouching	X					Fumes/Odors/Gasses	X				

Physical Requirements										
Balancing	X					Chemical Agents	X			
Reach – Overhead	X					Biological Agents	X			
Reach – Forward		X				Noise – Low	X			
Reach – Backward	X					Noise – Moderate	X			
Climbing – stairs	X					Noise – High	X			
Climbing - ladder	X					Low Light	X			
USE OF HANDS						Heat	X			
Grasping – whole hand		X				Cold	X			
Grasping – pinch grip			X			Restricted workspace	X			
Fine manipulation/feeling			X			Vibration – whole body	X			
Keyboarding				X		Vibration - extremity	X			
LIFT/CARRY						JOB SPECIFIC				
0-10 lbs.			X			Driving – vehicle/equipment	X			
11-20 lbs.		X				Operate foot controls	X			
21-50 lbs.	X					Seeing				X
51-75 lbs.	X					Talking			X	
76-100 lbs.	X					Hearing			X	
						Extended work hours		X		

Classification History

Created 2021.12

I have reviewed the job description.

Employee: Name _____ **Signature** _____ **Date** _____